

## **Education Documentation Required for the Student Temporary Employment Program (STEP)**

(A student position with the Federal Government such as  
Lewis and Clark National Historical Park)

Definition of a student:

A student is an individual enrolled or accepted for enrollment as a degree or certificate, or diploma seeking student taking at least half – time academic, vocational, or technical course load. Students can be all levels of students: high school or General Equivalency Diploma (GED), vocational and technical, associate degree, baccalaureate degree, graduate degree or professional degree.

Student enrollment verification can be:

- letter from student's advisor, counselor or secretary at the school
- copy of acceptance letter to the school
- Registration bill that includes a course list.

The verification must include degree/diploma program and status (full-time or part-time) and verification of next term enrollment if written in current term, i.e. the letter is written in the spring and the student is not enrolled for the summer term but fall term.

Transcripts are **not** acceptable as proof because they are not proof of current enrollment, just prior attendance. (However transcripts may be needed if an education level is required for the advertised position.)